

Enhanced Criminal Records Checks for Governors

As notified in the Governing Board Newsletter for April 2016 an updated letter on the “Single Central Record and the Single Central Record & DBS – Guidance for Schools” has been posted on the Learning in Derbyshire website.

<https://derbyshire.inthehive.net/learning/sitePages/home.aspx> . This document replaces the interim guidance given for governor checks.

In particular for governors in respect of

- Portability, we recommend using the same criteria as used for employees. The criteria are detailed in the document
- Rechecks, as with employees, governors do not require a recheck every three years though, as volunteers, governors may register for the free DBS update service further details are at: <https://www.gov.uk/government/publications/dbs-update-service-applicant-guide/dbs-update-service-applicant-guide>

If there is a relevant change of circumstance a further check can be made.

As the DBS certificate is returned only to the governor, the headteacher needs to keep track of the checks that have been requested and when they are given sight of them, so that they can follow up any that are not forthcoming. A positive disclosure is a certificate that shows cautions, warnings or convictions. Headteachers will need to follow up any positive disclosure and share this with the Chair of Governors or the Vice Chair if the disclosure is about the Chair.

If a positive disclosure is returned, the Chair (or if the Chair, then the Vice chair) must check the disqualification criteria for school governors:

(<http://www.legislation.gov.uk/ukxi/2012/1034/schedule/4/made>) and take action, if appropriate. Your attention is drawn to the holding of confidential information on page 9 of the Single Central Record & DBS – Guidance for Schools.

The Headteacher should report that checks have been undertaken, and any subsequent outcome, to the Governing Body. The Clerk to the Governors needs to keep a record.

If you have any queries you may wish to seek advice from the Governor Support Service or legal service.

The DBS Checking Service

The current DBS service to schools covers the recruitment of employees and does not include these new checks on governors. The HR Service: Recruitment and Pay is offering an administration service on behalf of the Governor Support Service for £10 per check undertaken. This price compares favourably with the handing fees charged by other umbrella bodies. If you wish to purchase the service please use Services4Schools, the link is on our webpages:

http://www.derbyshire.gov.uk/education/school_governors/governor_support/guidance-and-advice/default.asp. If you have already requested a check through the HR Service:

Recruitment and Pay your school will be invoiced at £10 per check.

This process will address the backlog of DBS checks on governors that are now required. A future process that schools may wish to use to apply for DBS checks for new governors, upon appointment, is being finalised and will be confirmed shortly.